



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEHR-E (690-300)

23 Mar 01

MEMORANDUM FOR STAFF PRINCIPALS, HQUSACE, COMMANDERS/DIRECTORS,
MAJOR SUBORDINATE COMMANDS AND FIELD
OPERATING ACTIVITIES

SUBJECT: U.S. Army Corps of Engineers (USACE) Affirmative Action Plan for Individuals with Disabilities

1. References:

a. Appendix B, Department of the Army Affirmative Action Plan for Increasing the Opportunity for Employment of Individuals with Disabilities (IWD) Fiscal Year 2001- 2005.

b. U.S. Army Corps of Engineers Affirmative Action Program Plan for Individuals with Disabilities and Targeted Disabilities for FY 2001-2005 (Enclosure 1).

2. Executive Order 13163 signed by President Clinton on July 26, 2000 established a goal for the Federal government to increase employment opportunities for individuals with disabilities by 100,000 over five years.

3. The Army share of this goal is to hire 11,000 individuals with disabilities by the end of FY 2005. Our fair share of DA's goal is 1300 or 260 annually. MSC and FOA goals are at page 10 of reference 1b and were developed based on representative FTEs. The specific occupational series on pages 12-14 were identified by DA and are not necessarily reflective of our mission. We must strive to achieve our numeric goal regardless of occupational series. The goal of the Affirmative Action Plan for Individuals with Targeted Disabilities continues to be 2% of the workforce. Targeted disabilities are identified on Standard Form 256 which is at enclosure 2.

4. We realize this is an ambitious goal, but we must do everything we can to meet it. In this regard, we encourage you to develop relationships with State Vocational Rehabilitation Agencies and the Department of Veterans Affairs and to capitalize on the noncompetitive appointment authorities such as:

a) section 213.3102(t) of Schedule A for employment of individuals who are mentally disabled;

b) section 213.3102(u) of Schedule A for employment of persons with severe physical handicaps, and

c) section 315.604 of Title 5, Code of Federal Regulations which provides for disabled

CEHR-E

SUBJECT: U.S. Army Corps of Engineers (USACE) Affirmative Action Plan for Individuals with Disabilities

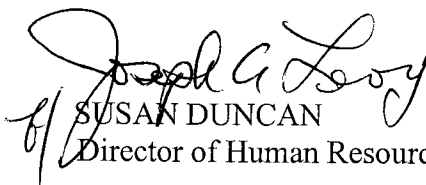
veterans to receive noncompetitive career or career-conditional employment when they satisfactorily complete training prescribed by the VA under chapter 31, title 38, United States Code. Disabled veterans receiving training under this authority receive compensation from the VA and do not receive a salary from the activity providing the training. Not only is this an excellent way to assist disabled veterans, the activity benefits for the work the disabled veterans perform at no cost to them.

5. Also enclosed is our FY2000 Affirmative Action Program Plan Update and Report of Accomplishments for Hiring, Placement and Advancement of Individuals with Disabilities (at enclosure 3) and the Disabled Veterans Affirmative Action Plan (at enclosure 4).

6. The point of contact is Judy Rogers, judy.rogers@hq02.usace.army.mil or (202) 761-1760.

FOR THE COMMANDER:

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SUSAN DUNCAN
Director of Human Resources

US ARMY CORPS OF ENGINEERS

AFFIRMATIVE ACTION PROGRAM PLAN FOR INDIVIDUALS WITH DISABILITIES AND TARGETED DISABILITIES

FISCAL YEARS 2001-2005

encl

**Increasing the Opportunity
For Employment of Individuals with
Disabilities in the US Army Corps of Engineers**

Introduction

I. Outreach Efforts

II. Individuals with Disabilities Five Year Hiring Goals

A. Department of Army Five Year Hiring Goals

B. USACE Five Year Hiring Goals By Year

III. Occupations and Grades by Year

IV. Reasonable Accommodation

V. Developmental Opportunities/Career Development

A. Training

B. Mentoring

VI. Monitoring and Evaluating Progress

INTRODUCTION

The U. S. Army Corps of Engineers (USACE) is a major command of the Department of Army.

The Chief of Engineers, as Commander of USACE, leads a major Army command that is the world's largest public engineering, design and construction management agency. The Headquarters is composed of a number of employees and is located in Washington, DC. The Chief also has separate and distinct staff responsibilities. As a staff officer, the Chief advises the Army on engineering matters and serves as the Army's topographer and the proponent for real estate and other related engineering programs.

To accomplish its mission, USACE is composed of a headquarters and eight divisions. Additionally, there are eight labs that are a part of the Engineer Research and Development Center, and several other organizations which are identified as Huntsville, US Army Engineering and Support Center, Transatlantic Programs Center, USACE Finance Center, Humphreys Engineer Center Support Activity, Marine Design Center, Institute for Water Resources and the 249th Engineer Battalion.

The Department of Army goal of the Affirmative Action Program Plan for Individuals with Disabilities is 11,000 by the end of Fiscal Year 2005. USACE's share of this is 1300 or 260 annually. The goal of the Affirmative Action Program Plan for Individuals with Targeted Disabilities continues to be 2% of the workforce

Achieving these goals will require aggressive recruitment, targeted to individuals with disabilities.

In recognition of our commitment to the program for individuals with disabilities, we developed the attached Engineer Regulation and a policy statement.

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314

ER 690-1-306

CEHR-E

Regulation
No. 690-1-306

15 July 1998

Civilian Personnel
SPECIAL EMPHASIS PROGRAM - INDIVIDUALS WITH DISABILITIES

1. Purpose. The purpose of this regulation is to provide policy and guidance to ensure implementation of the Special Emphasis Program (SEP) for individuals with disabilities as outlined in Army Regulation 690-12.
2. Applicability. This regulation applies to all USACE commands.
3. References.
 - a. Title 5, CFR, part 720.
 - b. AR 690-12, Equal Employment Opportunity and Affirmative Action.
 - c. AR 690-300, Chapter 306, Selective Placement Programs.
 - d. EEO Management Directive 713, Affirmative Action for Hiring, Placement, and Advancement of Individuals with Handicaps.
4. Distribution. Approved for public release, distribution is unlimited.
5. Responsibilities.
 - a. Activity commanders will provide full support to the Command's SEP by appointing a program manager and committee members as necessary and by ensuring a viable program exists within their command.
 - b. Human Resources Officers will monitor their organization's SEP and ensure that the Program Manager is appropriately appointed, that committee members are representative of the organization's work force, and that a record is maintained on the program activities.

This regulation supersedes ER 690-1-306, dated 10 September 1984.

c. Equal Employment Opportunity Officers (EEO) will provide support, which may include publicity in conjunction with other EEO programs, assistance in work force analysis, and participation in advisory committees on employment of individuals with disabilities.

d. The SEP for Individuals with Disabilities program manager will serve as the subject matter expert on various issues affecting the employment of individuals with disabilities, develop and implement an effective program for hiring and advancing individuals with disabilities, develop and monitor the annual Affirmative Action Program Plan and Accomplishment Report for the Hiring, Placement, and Advancement of Handicapped Individuals, and develop and monitor the Disabled Veterans Affirmative Action Program (DVAAP).

6. Policy. This command fully supports the policy to give full and fair employment consideration to individuals with disabilities. This includes hiring, placement, training, advancement, and retention in positions for which the skills of these individuals can be utilized to the maximum extent possible consistent with sound staffing and performance requirements. All commanders and responsible officials are expected to support Army affirmative action programs for individuals with disabilities. Barriers will be removed and reasonable accommodations made whenever possible. Medical standards will not be used to arbitrarily eliminate an individual with disabilities from consideration for employment, training, advancement, or retention.

7. Program Managers.

a. Each activity will appoint a program manager, normally a personnel specialist, at least at the GS-07 level, trained in the role, and able to devote sufficient time to develop a positive and effective program.

b. The program manager serves as the technical advisor to the SEP committee and may chair the committee.

8. SEP Committees.

a. Each activity will appoint an SEP committee to provide information about the concerns and needs of individuals with disabilities in their respective organizations and to initiate programs to enhance the career development of individuals with disabilities. The committee should be a working group and be representative of the work force; therefore, membership should include both individuals with and without disabilities.

b. The committee will have stated objectives, regularly scheduled meetings, and prepare minutes of each meeting.

(1) Committee objectives should include--

(a) Establishing and maintaining contacts with local public and private organizations designed to assist individuals with disabilities and disabled veterans.

(b) Providing career information, counseling, or other assistance.

(c) Identifying potential recruitment sources for applicants with disabilities and assisting applicants when preparing applications.

(d) Serving as mentors and advocates for individuals with disabilities.

(e) Assisting in barrier analysis, removal of architectural barriers, obtaining necessary devices, and reviewing possible reasonable accommodation initiatives.


(f) Reviewing and forwarding nominations for Outstanding Handicapped Army Employee of the Year Awards.

(g) Providing sensitivity training to the work force and assuring that there is adequate training to all committee members on applicable legislation regarding disability issues.

(2) Information on significant meeting accomplishments or plans will be forwarded to the HQUSACE, CEHR-E.

c. Annual observance activities such as recognition of National Disability Employment Awareness Month are encouraged but not the sole or primary focus of the committee.

FOR THE COMMANDER:



ALBERT J. GENETTI, JR
Major General, USA
Chief of Staff

18 October 2000

MEMORANDUM FOR ALL HQUSACE PERSONNEL

SUBJECT: Policy Statement on Disability Employment

1. The Vocational Rehabilitation Act of 1973 was passed in order to strengthen the government's commitment to protect the rights of persons with disabilities in the same manner in which the rights of others are protected by the Civil Rights Act of 1964, as amended, and requires qualified individuals with disabilities have equitable opportunities to be hired, placed, and advanced in Federal employment.
2. As the Chief of Staff, I fully support the Department of Army's policy on Equal Employment Opportunity and expect all supervisors and managers to evaluate employment policies, practices, and procedures, and identify and correct any institutional barriers that restrict opportunities for recruitment, hiring, placement, training, and advancement for persons with disabilities.
3. I am committed to promoting acceptance and understanding among all members of the workforce in gaining total support for the fullest possible use of the abilities of qualified applicants and employees with disabilities. I fully support the concept of reasonable accommodation in providing full and equitable treatment in all personnel management practices without regard to disability condition. I am also dedicated to the removal of attitudes and architectural barriers that prevent full participation of persons with disabilities in the work environment.
4. I am confident in the full cooperation of all in supporting the DA policy of providing equal employment opportunity to all qualified applicants/employees with disabilities for employment. It is my intention to put this policy into effect and actively enforce it.

FOR THE COMMANDER:

//Signed//

MILTON HUNTER
Major General, USA
Chief of Staff

**Increasing the Opportunity
For Employment of Individuals with
Disabilities in the US Army Corps of Engineers**

I. Outreach Efforts

USACE will:

- Recruit widely and develop collaborative efforts with community outreach groups/organizations to attract highly qualified individuals with disabilities, including individuals with targeted disabilities.
- Develop focused outreach programs for minorities and women with disabilities through coordination with Special Emphasis Program Managers (SEPM) for Individuals with Disabilities.
- Review internal human resource policies and practices to ensure that flexibility exists in such areas as alternative work schedule - i.e., flextime, flexiplace- as well as job sharing and job restructuring when appropriate, for individuals with disabilities and individuals who become disabled on the job.
- Fully use detail authorities to move employees to new positions, i.e., to retrain/learn new skills.
- Ensure that employment and other related information is available in alternative formats, such as large print, audiocassette, Braille, computer disk or accessible Internet sites that meet the criteria of the Americans with Disabilities Act.
- Review essential job functions to determine if part-time employment opportunities could be created to accommodate individuals with disabilities.
- Ensure new Commanders are briefed on hiring authorities specific to individuals with disabilities.
- Ensure that training for employees, supervisors and other officials includes the importance of a diversified workforce and incorporates disability awareness and attitudinal information.

**Increasing the Opportunity
For Employment of Individuals with
Disabilities in the US Army Corps of Engineers**

II. Individuals with Disabilities Five Year Hiring Goals

A. Department of Army Five Year Hiring Goals by Major Command (MACOM)/Independent Reporting Activity (page 9).

B. USACE Five Year Hiring Goals by Year (page 10).

Appendix B

Increasing the Opportunity
for Employment of Individuals with
Disabilities in the Department Of Army

Army Five Year Goals by Major Command (MACOM)/
Independent Reporting Activity (IRA)

Major Command/ Independent Reporting Activity	Five Year Goal*	
	%	#
OFFICE, SECRETARY OF THE ARMY	6.0	660
EIGHTH US ARMY, KOREA	5.0	550
MILITARY TRAFFICE MANAGEMENT COMMAND	1.0	110
US ARMY CORPS OF ENGINEERS	11.1	1,300
US ARMY CRIMINAL INVESTIGATIVE COMMAND	0.4	45
US ARMY EUROPE AND SEVENTH ARMY	10.0	1,100
US ARMY FORCES COMMAND	9.0	1,000
US ARMY INTELLIGENCE & SECURITY COMMAND	2.0	220
US ARMY MATERIEL COMMAND	25.0	2,000
US ARMY MEDICAL COMMAND	10.5	1,155
US ARMY MILITARY DISTRICT OF WASHINGTON	2.0	220
US ARMY PACIFIC COMMAND	3.5	385
US ARMY RECRUITING COMMAND	0.1	12
US ARMY RESERVE PERSONNEL COMMAND	0.1	12
US ARMY SOUTH	0.1	12
US ARMY SPACE & MISSILE DEFENSE COMMAND	1.0	110
US ARMY TRAINING AND DOCTRINE COMMAND	10.0	1,100
US ARMY TEST AND EVALUATION COMMAND	3.0	250
US ARMY SPECIAL OPERATIONS COMMAND75	82
US MILITARY ACADEMY65	72
TOTAL ARMY GOAL	100.0	11,000
(AF: 7,575; NAF: 1,900; LN: 1,625)		

*Note: The "fair share" percent is based on the projected representation of total Army civilian employees located at the MACOM, FY 2005.

Increasing the Opportunity
For Employment of Individuals with
Disabilities in the US Army Corps of Engineers
RECRUITMENT FISCAL YEARS 2001-2005

	By Year	5 Year Goal*
Headquarters.....	5.....	25
Engineer Research and Development Center.....	16.....	80
Huntsville Engineering and Support Center.....	5.....	25
Transtlantic Programs.....	3.....	15
USACE Finance Center.....	3.....	15
Mississippi Valley Division.....	42.....	210
North Atlantic Division.....	31.....	155
Northwestern Division.....	36.....	180
Great Lakes and Ohio River Division.....	36.....	180
Pacific Ocean Division.....	13.....	65
South Atlantic Division.....	29.....	145
South Pacific Division.....	18.....	90
Southwestern Division.....	23.....	115
USACE Total.....	260.....	1300

*Based on the approximated representation of total Army civilian employees located at the USACE, FY 2005.

**Increasing the Opportunity
For Employment of Individuals with
Disabilities in the US Army Corps of Engineers**

III. Occupations and Grade Levels by Year

Increasing the Opportunity for Employment of Individuals with Disabilities in the US Army Corps of Engineers
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OCCUPATIONAL SERIES FOR RECRUITMENT FY 2001-2005

Appropriated Fund (AF)

Pay Plan	Series	Occupational Title	GR.	Per Year	5 Yr. Total
GS	200	Civilian Personnel	5-15	1	5
GS	800	General Engineer	5-15	33	165
GS	326	Office-Auto Asst.	2- 7	14	70
GS	343	Mgt. & Prog. Analyst	5-15	14	70
GS	500	Comptroller	5-15	13	65
GS	203	Pers Clerk & Asst.	3-7	1	5
GS	303	Misc. Clrk./Asst.	1-7	25	125
GS	600	Medical	9-15	00	00
GS	301	Misc, Admin.	5-15	68	340
GS	189	Recreation Aid/Asst.	2-7	00	00
GS	2005	Supply Clk/Tech.	2-7	20	100
GS	802	Eng. Tech.	5-11	6	30
GS	1710	Ed. & Voc. Trng.	5-15	00	00
GS	305	Mail & File Clerk	2-6	10	50
GS	1102	Contracting	5-15	28	140

Subtotal: 233 per year and 1165 for 5 yr. goal

Increasing the Opportunity for Employment of Individuals with Disabilities in the US Army Corps of Engineers

OCCUPATIONAL SERIES FOR RECRUITMENT FOR FY 2001-2005

Appropriated Fund (AF)

Pay Plan	Series	Occupational Title	GR.	Per Year	5 Yr. Total
GS	260	EEO	5-15	1	5
GS	080	Physical Security	5-15	1	5
GS	1712	Training Instructor	5-15	00	00
GS	1712	Logistics	5-15	00	00
GS	0018, 803	Safety &			
	1316, 1815	Occupational Health	5-15	1	5
GS	1035	Public Affairs	5-15	1	5
GS	1173	Housing	5-15	00	00
GS	343/896	Manpower & Force Mgmt	5-15	7	35
WG	5703	Motor Vehicle Oper.	4- 9	00	00
WG	6907	Materials Handler	4- 9	00	00
GS	318	Secretary	4- 9	6	30
GS	344	Admin Asst.	4- 9	1	5
GS	341	Admin Officer	4- 9	1	5
WG	6907	Warehouse Worker	4- 9	00	00

Subtotal: 19 per year and 95 for 5 yr. total

Increasing the Opportunity for Employment of Individuals with Disabilities in the US Army Corps of Engineers

OCCUPATIONAL SERIES FOR RECRUITMENT FY 2001-2005

Appropriated Fund (AF)

Pay Plan	Series	Occupational Title	Gr.	Per Year	5 Yr. Total
WG	2604	Electronics Mechanic		00	00
GS	346	Transportation Mgr.	5-15	00	00
GS	1910	Quality Assurance	5-15	00	00
GS	301/340	Ammunitions Mgr.	5-15	00	00
	1670				
WG	3501	Misc. General Service Wkr.		00	00
GS	525	Accounting Tech.		2	10
GS	204	Military Pers'l Tech.	4- 7	00	00
WG	8852	Air Craft Mechanic		00	00
GS	620	Practical Nurse	4-6	00	00
GS	679	Medical Clerk	2-6	00	00
GS	400	General Biological Science	5-15	6	30

Subtotal: 8 per year and 40 for 5 yr. total
Total Goal:1300

**Increasing the Opportunity
For Employment of Individuals with
Disabilities in the US Army Corps of Engineers**

IV. Reasonable Accommodation

USACE will provide reasonable job accommodation and facilities accessibility for qualified applicants and employees with disabilities consistent with the law and reasonable accommodation.

Reasonable accommodation varies with the needs of the individual(s) involved. Accommodations are determined on a case-by-case basis, taking into consideration the individual, the specific disability, cost effectiveness, essential functions of the particular job, environment and the effectiveness of the proposed accommodations. The cost of an accommodation can often be insignificant. The affected individual will be consulted before an accommodation is made. When special events, i.e., meetings, ceremonies, etc, are scheduled, all announcement information disseminated will include a point of contact and guidance on how an individual with a disability requests accommodation.

USACE will:

- Make reasonable accommodations for qualified individuals with disabilities unless doing so would impose an undue hardship on the Department of Army.
- Ensure that reasonable accommodation is merged into training for employees, supervisors and other officials.
- Ensure that reasonable accommodation and facilities accessibility policy comply with the law and that periodic surveys are conducted to determine design/redesign requirements.
- Include individuals with disabilities in the facilities accessibility survey to determine design/redesign requirements.
- Manage historic buildings and sites, parks and recreational areas so that they are accessible to individuals with disabilities while maintaining building and land integrity.

- Cooperate with foreign governments to assess and correct historic facilities accessibility while ensuring the integrity of historic buildings and sites.
- Continue to use Computer/ Electronic Accommodation Program services.

**Increasing the Opportunity
For Employment of Individuals with
Disabilities in the US Army Corps of Engineers**

V. Developmental Opportunities/Career Development

USACE will give full consideration to individuals with disabilities for inclusion in developmental opportunities designed to enhance knowledge, skills and abilities and career advancement.

A. Training

1. USACE Career Functional Representatives will ensure that they place increased emphasis on USACE's goal to hire and advance individuals with disabilities and targeted disabilities.
2. USACE Intern Program Managers will focus outreach efforts on meeting USACE's goal of hiring and advancing individuals with disabilities and targeted disabilities.
3. USACE will ensure that training for employees, supervisors and other officials includes the importance of a diversified workforce, reasonable accommodation and facilities accessibility.

B. Mentoring

1. USACE will ensure that employees with disabilities, including targeted disabilities, are included in mentoring programs so that employees are prepared to be managers and executives in the future.

**Increasing the Opportunity
For Employment of Individuals with
Disabilities in the US Army Corps of Engineers**

VI. Monitoring and Evaluating Progress

A. USACE will widely disseminate information on the employment of individuals with disabilities, including targeted disabilities.

B. USACE components are expected to regularly monitor their own workforce data, especially elements concerning workforce composition, as set out in EEOC Management Directives, MD 712 and 713. Progress and successes can be obtained by evaluating the data, and this data can be used to develop internal recruiting strategies and workforce planning activities.

C. Within USACE, as part of its performance review, management reviews efforts and successes of their supervisors in obtaining diversity in the workforce. This practice will continue.

Exhibit 1

SELF-IDENTIFICATION OF REPORTABLE HANDICAP

(See Instructions and Privacy Act Information on reverse)

Last Name	Birth Date (Mo./Yr.)	Social Security Number	ENTER CODE HERE
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DEFINITION OF A HANDICAP: A person is handicapped if he or she has a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. Those handicaps that are

to be reported are listed below (codes in bold numbers 13 through 93). In the case of multiple impairments, choose the code which describes the impairment that would result in the most substantial limitation.

01 I do not wish to identify my handicap status. (Please note that self-identification of handicap status, although voluntary, is essential. Before using this code, please read the reverse side of this form which explains the need for and the uses of this information. [Note: Your agency may use this code if, in their judgment, you used an incorrect code.]

04 I do not have any handicap, or if handicapped, I do not have any handicap of those listed below.

SPEECH IMPAIRMENTS

13 Severe speech malfunction or inability to speak; hearing is normal (Excludes: defects of articulation [unclear language sounds]; stuttering; aphasia [impaired language function]; laryngectomy [removal of the "voice box"]).

HEARING IMPAIRMENTS

15 Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid).

16 Total deafness in both ears, with understandable speech.

17 Total deafness in both ears, and unable to speak clearly.

VISION IMPAIRMENTS

22 Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to the extent that mobility is affected—"Tunnel vision").

23 Inability to read ordinary size print, not correctable by glasses (Can read oversized print or use assisting devices such as glass or projector modifier).

24 Blind in one eye.

25 Blind in both eyes (No usable vision, but may have some light perception).

MISSING EXTREMITIES

27 One hand

28 One arm

29 One foot

32 One leg

33 Both hands or arms

34 Both feet or legs

35 One hand or arm and one foot or leg

36 One hand or arm and both feet or legs

37 Both hands or arms and one foot or leg

38 Both hands or arms and both feet or legs

NONPARALYTIC ORTHOPEDIC IMPAIRMENTS

(Because of chronic pain, stiffness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.)

44 One or both hands **47** One or both legs

45 One or both feet **48** Hip or pelvis

46 One or both arms **49** Back

57 Any combination of two or more parts of the body

PARTIAL PARALYSIS

(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

61 One hand

62 One arm, any part

63 One leg, any part

64 Both hands

65 Both legs, any part

66 Both arms, any part

67 One side of body, including one arm and one leg

68 Three or more major parts of the body (arms and legs)

COMPLETE PARALYSIS

(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

70 One hand

71 Both hands

72 One arm

73 Both arms

74 One leg

75 Both legs

76 Lower half of body, including legs

77 One side of body, including one arm and one leg

78 Three or more major parts of the body (arms and legs)

OTHER IMPAIRMENTS

80 Heart disease with no restriction or limitation of activity (History of heart problems with complete recovery).

81 Heart disease with restriction or limitation of activity.

82 Convulsive disorder (e.g., epilepsy).

83 Blood diseases (e.g., sickle cell anemia, leukemia, hemophilia).

84 Controlled diabetes with no restriction of activity.

85 Diabetes with limitation of activity due to complications such as retinitis, neuritis, etc.

86 Pulmonary or respiratory disorders (e.g., tuberculosis, emphysema, asthma).

87 Kidney dysfunctioning (e.g., if dialysis [Use of an artificial kidney machine] is required).

88 Cancer—a history of cancer with complete recovery.

89 Cancer—undergoing surgical and/or medical treatment.

90 Mental retardation (A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(1) of Schedule A).

91 Mental or emotional illness (A history of treatment for mental or emotional problems).

92 Severe distortion of limbs and/or spine (e.g., dwarfism, kyphosis [severe distortion of back]).

93 Disfigurement of face, hands, or feet (e.g., distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects [gross facial birth marks, club feet, etc.]).

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US ARMY CORPS OF ENGINEERS

AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF ACCOMPLISHMENTS FOR HIRING, PLACEMENT AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES

FISCAL YEAR 2000

AFFIRMATIVE ACTION PROGRAM PLAN
UPDATE AND REPORT OF ACCOMPLISHMENTS

AFFIRMATIVE ACTION PROGRAM FOR
INDIVIDUALS WITH DISABILITIES (IWD)

Plan update for the period Oct. 1, 2000 through Sept. 30, 2001

Report for the period Oct. 1, 1999 through Sept. 30, 2000

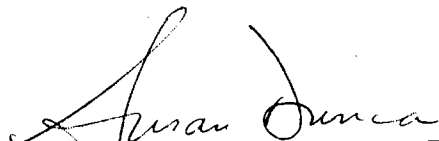
US ARMY CORPS OF ENGINEERS

MACOM

441 G Street, NW Washington, DC 20314-1000
AGENCY ADDRESS

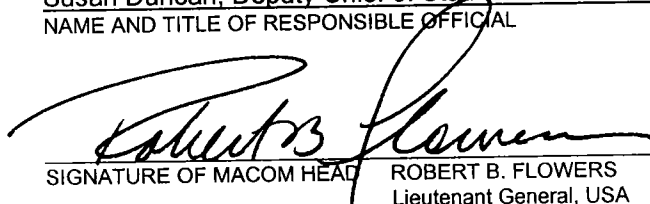
NUMBER OF EMPLOYEES COVERED BY THIS PLAN: 34,459 (Total Permanent
502 and Temporary)
34,961 Total

Cheryl Vinci, Special Emphasis Program Manager (202) 761-0334.
NAME OF PERSON PREPARING THIS FORM TELEPHONE NUMBER


SIGNATURE OF RESPONSIBLE OFFICIAL

2/13/01
DATE

Susan Duncan, Deputy Chief of Staff for Human Resources
NAME AND TITLE OF RESPONSIBLE OFFICIAL


SIGNATURE OF MACOM HEAD ROBERT B. FLOWERS
Lieutenant General, USA
Commanding

2/25/01
DATE

SIGNATURE OF MACOM HEAD
NAME AND TITLE OF MACOM HEAD (CERTIFIED THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-713,
"AFFIRMATIVE ACTION FOR HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPS")

EEOC FORM 440 (10/87)

AFFIRMATIVE ACTION PROGRAM UPDATE AND REPORT

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PERMANENT WORK FORCE PART 1: PROGRAM PLAN UPDATE

FOR THE PERIOD OCTOBER 1, 2000 THROUGH SEPTEMBER 30, 2001 NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PERSONS WITH TARGETED DISABILITIES (TD)

Agencies are to use this format to establish numerical objectives for the period October 1 through September 30. Anticipated changes in the work force are taken into account, as objectives are calculated on the basis of losses from the work force as well as accessions. The planned rate of accessions (if any are anticipated) must be adequate to achieve the desired work force profile as of September 30. Guidance is provided in Appendix B of this directive.

ANTICIPATED CHANGES IN WORK FORCE

	FROM OCT. 1, 2000 NUMBER + OR -	TO SEPT. 30 2001 PERCENT CHANGE + OR -
LOSSES (TOTAL WORK FORCE)	-1606	- 4.66%
LOSSES WITH DISABILITY REPORTED	- 107	- 5.02%
LOSSES TARGETED DISABILITY (TD)	0	0.0%
ACCESSIONS TOTAL WORK FORCE	+1746	+ 5.07%
ACCESSIONS WITH DISABILITY REPORTED	+ 260	+12.19%
ACCESSIONS TARGETED DISABILITIES	+ 17	+ 5.18%

	WORK FORCE ACTUAL DATA AS OF 9/30/00	ANTICIPATED CHANGES IN WORK FORCE FROM 10/1/00 TO 9/30/01	ANTICIPATED DATA AS OF 9/30/01
	NUMBER %	NUMBER +/- % CHANGE +/-	NUMBER %
TOTAL WORK FORCE	34,459 100%	+140 + .41%	34,599 100%
DISABLED REPORTED	2,133 6.19%	+153 +7.17%	2286 6.61%
TARGETED DISABILITIES	328 .95%	+ 17 +5.18%	345 1.00%

Calculate this percentage by dividing the number + or - by the corresponding number in the work force as of the beginning of the reporting period.

NUMERICAL OBJECTIVES FOR THE PERIOD 10/1/00 TO 9/30/01

- A. TOTAL NUMBER OF ACCESSIONS OF PERSONS WITH TD -----17-----
- B. PERCENT ACCESSIONS OF PERSONS WITH TD -----97%-----
- C. TOTAL NUMBER OF PERSONS WITH TD ON BOARD
AS OF SEPTEMBER 30, 2001 -----345-----
- D. PERCENT OF WORK FORCE WITH TD
AS OF SEPTEMBER 30, 2001 -----1.00%-----

PLAN FOR SPECIAL RECRUITMENT PROGRAM

Agencies are to establish and maintain special recruitment programs for individuals with specific severe disabilities. The purpose is to obtain applications from qualified individuals with disabilities. A revised and improved plan for a special recruitment program is required unless:

- A. The agency met its previous year's employment objectives
(If so, check here [☐])

	GOALS (%)	ACTUAL (%)
DISABLED	7.0%	6.19%
TARGETED DISABILITIES	2.0%	.95%

- B. The number of applications received from persons with targeted disabilities is at least two times the number of accessions that would have been necessary to achieve the objectives.
(If so, check here: [☐])

NEW RECRUITMENT STRATEGIES	TARGET DATES
1. Computer/Electronic Accommodations Program services will continue to be used. For instance, the Great Lakes and Ohio River Division reported that the use of group pagers has been approved as a backup to alarm systems for hearing impaired employees. The pagers will be programmed to vibrate an emergency code that will alert the employees to leave the building. Also, a laptop equipped with an internal TTY modem may be used as a communication device for hearing impaired employees on travel.	Continuing
2. Continue active participation in Recruitment through Work Force Recruitment Program for College Students with (Targeted) Disabilities.	Continuing
6	

3. Ensure that reasonable accommodations and facilities accessibility policy complies with the law and that periodic surveys are conducted.	Continuing
4. Concentrate efforts to encourage use of alternative methods of employment (e.g., flexiplace and flextime, when appropriate, work scheduling, when appropriate, and light duty programs as well as position re-engineering. We published a USACE policy encouraging reengineering positions.)	Ongoing
5. New major subordinate commanders/directors and directors of field operating activities are briefed at conferences on hiring authorities that will help them fill vacancies.	Ongoing
7. Coordinate Program efforts with Workers Compensation Manager to ensure all avenues are explored to ensure retention/ continued employment. Optimize the use of details.	Ongoing
8. Program training for employees, supervisors and managers to increase awareness of Individuals with disabilities.	Ongoing

FACILITIES ACCESSIBILITY

A. LIST ANY UNMET OBJECTIVES FOR BARRIER REMOVAL THAT WERE ESTABLISHED IN PREVIOUS SUBMISSION BUT HAVE NOT BEEN ACCOMPLISHED. REMOVAL STRATEGIES ARE TO BE REVISED SO THAT THESE OBJECTIVES CAN BE ACCOMPLISHED PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN.

OBJECTIVES	ORIGINAL TARGET DATE	REVISED TARGET DATE	REVISED REMOVAL STRATEGIES
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1. Not Applicable.

FACILITIES ACCESSIBILITY

B. LIST ADDITIONAL OBJECTIVES FOR BARRIER REMOVAL DURING THE PERIOD COVERED BY THIS PLAN.

OBJECTIVES	TARGET DATE(S)
1. Be responsive to the needs of personnel with disabilities on a case-by-case basis for quick solutions to specific problems.	Ongoing
2. Continue efforts for additional funding for barrier removal.	Ongoing
3. Ensure parks and recreational areas are managed so that they are accessible to individuals with disabilities and individuals with targeted disabilities.	Ongoing
4. Cooperate with foreign governments to assess and correct facilities accessibility while ensuring the integrity of sites.	Ongoing
5. USACE activities that are located on Army bases must ensure that facilities are accessible to individuals with disabilities and individuals with targeted disabilities by being on the Installation Facilities Accessibility Committee which conducts annual surveys by the Directorate of Public Works.	Ongoing

ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH
RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES

A. LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS SUBMISSIONS BUT FOR WHICH ALTERNATIVES
HAVE NOT YET BEEN INSTITUTED.

BARRIERS	ALTERNATIVE	PLANNED ACTIONS	CURRENT TARGET DATES:	DATES INDICATED PREVIOUSLY
Not Applicable.				

ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH
RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES

B. LIST BARRIERS NOT PREVIOUSLY IDENTIFIED FOR WHICH ALTERNATIVE SHOULD BE IDENTIFIED:

BARRIERS	ALTERNATIVE	PLANNED ACTIONS	TARGET DATES
Limited number of Individuals with Disabilities in applicant pool.	Increase resources	Review Human Resources policies to ensure flexibility in such area as alternative work schedules/job sharing.	FY 01
		Disseminate employment information in alternate formats, such as large print, audio cassette Braille or Americans with Disabilities Act approved Internet services.	FY 01
		Expand outreach efforts.	FY02
		Use DoD Computer/Electronic Accommodation Program (CAP) more.	FY01
Employees', supervisors' and managers' lack of knowledge regarding hiring authorities.	Educate workforce regarding variety of options.	Emphasize hiring authorities as follow-up to new/basic program training.	FY 01
		Review program to determine if part-time employment/job sharing opportunities can be created.	FY 01

<p>Loss of corporate knowledge and skills through release of valuable employees due to disability incurred on the job.</p>	<p>Retain workers through retention/ relocation.</p>	<p>Increase cooperation between Worker's Compensation Manager and Individuals with Disabilities Program Manager to relocate and retain disabled employee.</p>	<p>FY 01</p>
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PART 2. REPORT OF ACCOMPLISHMENTS
FOR THE PERIOD OCTOBER 1, 1999, THROUGH SEPTEMBER 30, 2000
AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES

STAFFING COMMITMENTS

Provide data indicating staffing commitments as of September 30, 1996. Include selective placement coordinators, handicapped program managers, and other key staff assigned to the affirmative action program for individuals with handicaps. Do not include equal employment opportunity counselors and other personnel processing complaints of discriminations on the basis of disability.

A. HEADQUARTERS PERSONNEL WITH NATIONWIDE RESPONSIBILITY:

1. AGENCY-WIDE RESPONSIBILITY (DEPARTMENT-WIDE, IF APPLICABLE)

NUMBER OF PERSONS ____.

TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO THE PROGRAM) ____.

2. RESPONSIBILITY FOR MAJOR OPERATING COMPONENT (IF NONE, INDICATE NOT APPLICABLE)

NUMBER OF PERSONS ____.

TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO THE PROGRAM) ____.

B. ALL OTHER PERSONNEL (NOT ACCOUNTED FOR ABOVE AT HEADQUARTERS, IN COMPONENT AGENCIES, OR IN FIELD INSTALLATIONS RESPONSIBLE FOR MANAGEMENT AND COORDINATION OF THE PROGRAM.

PERCENTAGE OF TIME ALLOCATION TO THE PROGRAM	INDICATE NUMBER IN EACH GROUP
6-10 %	41
11-25 %	
26 - 75 %	
76 - 100%	
TOTAL	41

C. NUMBER OF AGENCY PERSONNEL OFFICES WITH APPOINTING AUTHORITY 32.

**SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM
FOR EMPLOYMENT OF INDIVIDUALS WITH HANDICAPS***

TOTAL (PERMANENT) WORK FORCE

	TOTAL WORK FORCE	PERSONS WITH HANDICAPS	%	NO HANDICAP 04-05)	%	OTHER (01 AND NOT AVAILABLE	%	PERSONS WITH TARGETED DISABILITIES
SEPTEMBER 30, 1999	35,012	2,170	6.20	32,298	92.25	544	1.55	340
FY 2000 OBJECTIVE	Not Available (N/A)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SEPTEMBER 30, 2000	34,459	2,133	6.19	31,738	92.10	588	1.71	328

TOTAL NUMBER OF ACCESSIONS FROM OCTOBER 1, 1999, TO SEPTEMBER 30, 2000	1091
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TOTAL NUMBER OF LOSSES FROM OCTOBER 1, 1999 TO SEPTEMBER 30, 2000	1644
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SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT OF
INDIVIDUALS WITH DISABILITIES
TOTAL (PERMANENT) WORK FORCE

	Total Work Force	Persons with Disabilities	%	No Handicaps (04-05)	%	Other (01) and Not Available	%	Targeted Disabilities	%
September 30, 1999	35,012	2,170	6.20	32,298	92.25	544	1.58	340	1.05
FY 2000 Objectives	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
September 30, 2000	34,459	2,133	6.19	31,738	92.10	588	1.71	328	.95

SPECIAL RECRUITMENT PROGRAM - ACCESSIONS AND LOSSES - TARGETED DISABILITIES

	Deaf (16,17)	Blind (23,25)	Missing Extremities (28, 32-38)	Partial Paralysis (64-66)	Complete Paralysis (71-78)	Convulsive Disorders (82)	Mentally Retarded (90)	Mental Illness (91)	Distortion Limb/Spine (92)	Total
On-board persons with Targeted Disabilities As of September 30, 1999	56	29	30	73	35	53	12	39	13	340
Applications from October 1, 1999 to September 30, 2000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Accessions from October 1, 1999 to September 30, 2000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Losses from Voluntary/ Involuntary Separations From Oct 1, 1999 to September 30, 2000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
On-board Persons with Targeted Disabilities As of September 30, 2000	51	27	23	69	32	65	11	38	12	328

SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT OF
INDIVIDUALS WITH DISABILITIES
TOTAL (TEMPORARY) WORK FORCE

	Temp Work Force	Persons with Disabilities	%	No Handicaps (04-05)	%	Other (01) and Not Available	%	Targeted Disabilities	%
September 30, 1999	Not	Available (N/A)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
FY 2000 Objectives	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
September 30, 2000	502	15	2.99	482	96.01	5	1.00	1	.19

SPECIAL RECRUITMENT PROGRAM – ACCESSIONS AND LOSSES – TARGETED DISABILITIES

	Deaf (16,17)	Blind (23,25)	Missing Extremities (28, 32-38)	Partial Paralysis (64-68)	Complete Paralysis (71-78)	Convulsive Disorders (82)	Mentally Retarded (90)	Mental Illness (91)	Distortion Limb/Spine (92)	Total
On-board persons with Targeted Disabilities As of September 30, 1999	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Applications from October 1, 1999 to September 30, 2000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Accessions from October 1, 1999 to September 30, 2000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Losses from Voluntary/ Involuntary Separations From Oct 1, 1999 to September 30, 2000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
On-board Persons with Targeted Disabilities As of September 30, 2000	0	0	0	0	0	1	0	0	0	1

ANALYSIS OF WORK FORCE: WHITE COLLAR (GS,GM,SES AND ALL OTHERS)
(DATA AS OF END OF REPORTING YEAR)

	GS-01	GS-02	GS-03	GS-04	GS-05	GS-06	GS-07	GS-08	GS-09	GS-10	GS-11	GS-12	GS-13	GS-14	GS-15	SES	O	Total
Total Work Force	182	381	614	1359	2139	1300	2103	528	2863	142	5118	7093	3570	1277	576	38	0	29,283
Not Identified (01)	9	3	11	24	47	11	28	5	43	2	84	112	57	17	5	0	0	458
Not Available or Unspecified	1	1	3	6	2	0	1	0	2	0	1	2	0	0	0	0	0	19
No Handicap (04-05)	159	370	571	1225	1924	1191	1924	494	2621	130	4646	6598	3357	1227	559	38	0	27,034
Handicap Reported (06, 13-94)	13	7	29	104	166	98	150	29	197	10	387	381	156	33	12	0	0	1,772
Total Targeted Disabilities	2	4	11	29	30	22	25	2	40	3	69	26	17	6	2	0	0	288
Deafness (16,17)	0	0	0	14	6	5	9	0	5	1	6	3	1	0	0	0	0	50
Blindness (23,25)	0	1	1	1	2	1	1	0	3	0	7	2	1	1	1	0	0	22
Missing Extremities (28,32-38)	0	0	0	0	3	1	2	0	5	0	7	5	0	0	0	0	0	23
Partial Paralysis (64-68)	0	0	0	5	7	6	5	0	12	1	11	6	8	2	1	0	0	64
Complete Paralysis (71-78)	0	0	0	2	1	4	1	1	3	0	12	5	2	0	0	0	0	31
Convulsive Disorders (82)	2	2	6	4	8	3	4	1	7	1	13	3	3	2	0	0	0	59
Mental Retardation (90)	0	1	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	5
Mental Illness (91)	0	0	1	2	2	2	1	0	3	0	10	1	1	0	0	0	0	23
Distortion of Limb/Spine (92)	0	0	0	0	1	0	2	0	2	0	3	1	1	1	0	0	0	11

ANALYSIS OF WORK FORCE: FEDERAL WAGE SYSTEM (DATA AS OF
END OF REPORTING YEAR)

Category	WG-01	WG-02	WG-03	WG-04	WG-05	WG-06	WG-07	WG-08	WG-09	WG-10	WG-11	WG-12	WG-13	WG-14	WG-15	O BC	Total BC
Total Work Force	114	164	113	129	237	301	373	1,134	1,038	869	504	106	36	31	27	0	5,176
Not Identified (01)	1	1	3	0	7	7	5	29	23	20	9	0	1	0	0	0	106
Not Available or Unspecified	0	2	0	1	1	0	1	0	0	0	0	0	0	0	0	0	5
No Handicap (04-05)	110	153	102	123	213	279	343	1,019	939	784	453	97	34	29	26	0	4,704
Handicap Reported (06, 13-94)	3	8	8	5	16	15	24	86	76	65	42	9	1	2	1	0	361
Total Targeted Disabilities	0	4	2	1	3	3	3	8	5	4	5	2	0	0	0	0	40
Deafness (16, 17)	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Blindness (23, 25)	0	0	0	0	0	0	1	1	1	0	2	0	0	0	0	0	5
Missing Extremities (28, 32-38)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Partial Paralysis (64-68)	0	0	0	0	0	0	0	2	1	2	0	0	0	0	0	0	5
Complete Paralysis (71-78)	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Convulsive Disorders (82)	0	0	0	0	1	1	1	1	1	0	1	0	0	0	0	0	6
Mental Retardation (90)	0	3	2	0	1	0	0	0	0	0	0	0	0	0	0	0	6
Mental Illness (91)	0	0	0	1	1	2	1	4	2	1	1	2	0	0	0	0	15
Distortion of Limb/Spine (92)	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1

EEOC FORM 440 (Pg. 9) (10/87)

ANALYSIS OF WORK FORCE: TYPES OF OCCUPATIONS (DATA AS OF
END OF REPORTING YEAR)

Professional, Administrative, Technical, Clerical, Other White Collar (PATCO)
Supervisory, Leader, and Non-Supervisory Blue Collar

Category	Prof	Admin	Tech	Clerical	Other WC	Supv BC	Leader BC	Non-Supv BC	TOTAL WF
Total Work Force	13,447	7,019	5,988	2,829	0	434	268	4,474	34,459
Not Identified (01)	219	81	103	55	0	13	4	89	564
Not Available or Unspecified	6	8	3	2	0	0	0	5	24
No Handicap (04-05)	12,896	6,983	4,999	2,156	0	429	199	4,076	31,738
Handicap Reported (06, 13-94)	591	459	547	175	0	36	22	303	2133
Total Targeted Disabilities	49	56	95	88	0	2	0	38	328
Deafness (16, 17)	7	5	20	18	0	0	0	1	51
Blindness (23, 25)	8	9	2	3	0	0	0	5	27
Missing Extremities (28, 32-38)	7	0	11	5	0	0	0	0	23
Partial Paralysis (64-68)	12	14	29	9	0	0	0	5	69
Complete Paralysis (71-78)	7	8	8	8	0	1	0	0	32
Convulsive Disorders (82)	6	14	14	25	0	0	0	6	65
Mental Retardation (90)	0	0	0	5	0	0	0	6	11
Mental Illness (91)	2	1	10	10	0	1	0	14	38
Distortion of Limb/Spine (92)	0	5	1	5	0	0	0	1	12

EEOC FORM 440 (Pg. 10) (10/87)

REPORT OF FACILITY ACCESSIBILITY

DESCRIBE YOUR AGENCY'S REMOVAL ACTIVITY DURING THE REPORTING YEAR.

SUMMARIZE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY.

As individual concerns are brought to responsible official's attention, they are acted upon.

B. IS GSA PROVIDING ASSISTANCE WITH BARRIERS REMOVALS?

Yes, as appropriate.

C. DESCRIBE ANY DIFFICULTIES THAT HAVE BEEN ENCOUNTERED IN ATTEMPTING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.

Funding has been a difficulty.

D. DESCRIBE ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM "C" ABOVE.

Efforts for funding are continuing.

EEOC FORM 440 (Pg. 11) (10/87) Continued.

PROMOTIONS AND CAREER DEVELOPMENT PROGRAMS
OCTOBER 1, 1999 TO SEPTEMBER 30,2000

CATEGORY	ON-BOARD AS OF 9-30-2000	PROMO- TIONS	CAREER DEVELOP- MENT (GRADES 5- 12)	SENIOR LEVEL CAREER DEVELOP- MENT PROGRAMS (GRADES 13- 15)	SES DEVELOP- MENT PROGRAM
TOTAL WORK FORCE	34,459	3,659	175	96	38
NOT IDENTIFIED (01)	564	61	2	1	0
NOT AVAILABLE OR UNSPECI- FIED	24	0	24	0	0
NO HANDICAP (04-05)	31,738	3,398	157	93	38
HANDICAP REPORTED (06,13-94)	2,133	200	16	2	0
TOTAL TARGETED DISABILITIES	328	30	2	0	0

INITIATIVES AND NOTEWORTHY ACCOMPLISHMENTS

1. Full Permanent Change of Station costs were, and continue to be, borne by the organization having the opening within USACE to encourage all applicants to apply for openings filled through vacancy announcements (Engineer Circular 690-1-708).
2. All USACE organizations offered, and continue to offer, a wide array of alternative work schedules to attract individuals with disabilities to the workforce.
3. USACE increasingly identified, and will continue to identify, local organizations that support individuals with disabilities and continues to network with these organizations in the advertisement of our opportunities.
4. Supervisors/managers and other responsible officials were, and continue to be, advised by USACE CPACs on restructuring positions to lower grades or other series, designing bridge positions and implementing individual development plans in order to provide more flexibility in appointing and developing individuals with disabilities.
5. Supervisors/managers were, and continue to be, informed of affirmative action goals, the need to improve the hiring of individuals with targeted disabilities, as well as the need to improve advancement and training of individuals with disabilities. This information is provided through EEO and supervisory training. Even though downsizing and the booming economy may have adversely impacted efforts to attract and hire individuals with disabilities, USACE will strive to meet the goal of hiring and advancing individuals with disabilities and targeted disabilities by Fiscal Year 2005.
6. Through better communication, USACE projects that barriers to employment and the development of strategies to eliminate those barriers would be accomplished.
7. Special recognition of supervisors and managers who hired, advanced, or increased program visibility for individuals with disabilities was awarded. This initiative was part of a program to recognize officials who positively impact an affirmative action goal.

8. Executive Order 13163 was issued on 26 July 2000. It called upon the Federal Government to hire an additional 100,000 individuals with disabilities over the next five years. The goal for Army is to increase the employment of individuals with disabilities by 11,000. Within USACE, the Department of Army established goal, is to increase the number of individuals with disabilities by 660 over the next five years or by 132 yearly (page 30). The yearly goal for this year was met (Fiscal Year 2000). 179 individuals with disabilities were hired permanently in FY 2000. The occupational series in which individuals with disabilities are to be hired follows on pages 28-30.

CEHR-E

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EC 690-1-705

Circular
No. 690-1-705

15 April 1999

EXPIRES 31 MARCH 2001
Civilian Personnel
REENGINEERING POSITIONS

1. Purpose. This circular is to encourage selecting officials to reengineer positions as a recruitment tool when appropriate. Reengineering occurs when a position is redescribed and filled below the full performance level.
2. Applicability. This circular is applicable to all USACE supervisors and managers with authority to recruit personnel.
3. References.
 - a. AR 690 – 950, Career Management.
 - b. ER 690-1-500, Position Management and Classification.
4. Distribution. Approved for public release. Distribution is unlimited.
5. Background. In 1998, the Blacks in Government National Training Conference requested reengineering of selected positions as a tool to increase the pool of qualified candidates. A memorandum on reengineering positions dated 20 October 1998 was originally issued by the Chief of Engineers. As part of the USACE publication review, it is reissued as an Engineering Circular.
6. Policy. Officials with authority to recruit for positions should consider reengineering as a recruitment tool in the situations listed below.
 - a. To attract underrepresented categories of applicants.
 - b. To establish career ladders in keeping with sound position management.
 - c. To prepare underrepresented categories of applicants for higher level positions.

This circular supersedes Memorandum, HQ USACE, CEHR-E, 20 Oct 98, subject:
Reengineering Positions as a Recruitment Tool.

EC 690-1-705

15 Apr 99

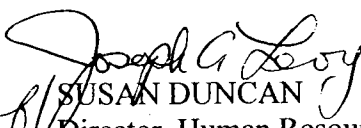
In addition, in accordance with reference 3a, career program positions may be filled below the full performance level when efforts to fill the position at the higher grade have resulted in fewer than three promotion eligible candidates.

Exceptions to reengineering include supervisory, managerial and expert positions as well as non-supervisory positions responsible for managing a specific program (typically at the GS -14 and GS-15 levels). Human Resources staff will assist managers in determining when reengineering can be used effectively.

7. Scope. Policy contained in this circular applies USACE-wide

8. Proponency. This circular is issued by the Human Resources Directorate.

FOR THE COMMANDER:


SUSAN DUNCAN
Director, Human Resources

CEHR-E

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EC 690-1-708

Circular
No. 690-1-708

15 April 1999

EXPIRES 31 MARCH 2001
Civilian Personnel
FILLING POSITIONS
THROUGH VACANCY ANNOUNCEMENTS

1. Purpose. This circular establishes U.S. Army Corps of Engineers (USACE) policy regarding the filling of positions through vacancy announcements.
2. Applicability. This circular is applicable to all USACE supervisors and managers with authority to recruit personnel.
3. Reference. AR 690-300, Chapter 335, Promotion and Internal Placement.
4. Distribution. Approved for public release. Distribution is unlimited.
5. Background. A review of a few vacancy announcements revealed that in some instances consideration for positions was limited to employees within a district and/or division. This is not consistent with the Chief's intent to make job opportunities available to a large applicant pool. A memorandum dated 15 March 1999 was originally issued on this topic. As part of the USACE publication review, the previous policy is incorporated into this EC.
6. Policy. When filling permanent, full time positions through vacancy announcements, the following applies. Positions filled pursuant to the USACE Corporate Recruitment and Selection Policy are governed by the requirements of that policy.
 - a. In accordance with reference, applications for merit promotion announcements, whatever the grade, are accepted at all times from DA employees.
 - b. Selecting officials are encouraged to use an area of consideration that includes all Federal agencies.

This circular supersedes Memorandum, HQ USACE, CEHR-E, 15 Mar 99, subject: Filling Vacancies under Merit Promotion.

EC 690-1-708
15 Apr 99

c. In instances where it is appropriate to use an area of consideration less than Army-wide, announcements should include the statement: "Any voluntary applications received from DA employees outside the minimum area of consideration which are received in response to a specific Merit Promotion announcement will be considered." DA has assured us that it will be incorporated into the vacancy announcement when the statement is on the request for PERSACTION.

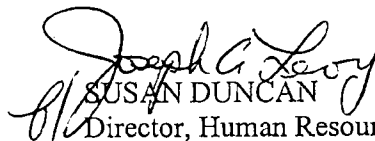
d. An exception to the minimum area of consideration is applicable in the overseas area, when it is necessary to satisfy family member employment program requirements.

e. All vacancy announcements for permanent positions will include the statement that permanent change of station costs will be paid, including the Defense Relocation Program whenever practical. This incorporates the Chief's decision as stated in his 15 March 1999 memorandum.

7. Scope. Policy contained in this circular applies USACE-wide

8. Proponency. This circular is issued by the Human Resources Directorate.

FOR THE COMMANDER:


SUSAN DUNCAN
Director, Human Resources

THE WHITE HOUSE

Office of the Press Secretary (*signed July 26, 2000*)

MEMORANDUM FROM THE PRESIDENT

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Employing People with Significant Disabilities to Fill Federal Agency Jobs that can be Performed at Alternate Work Sites, Including the Home

Cutting-edge telecommunications technology has recently made it possible for customer service "call/contact" centers to transmit voice and data to employees who are located at work sites other than the call/contact centers, employers' headquarters, or other centralized locations. Individuals employed as customer service representatives can work from their homes or any other accessible off-site location just as if they were working in the call/contact centers themselves. Technology also enables other types of work activities, such as the processing of insurance claims and financial transactions, to be carried out from such alternate work stations.

The unemployment rate of individuals with significant disabilities is among the highest of disadvantaged groups in the Nation. These individuals are an important untapped resource of talent and skills, and a key element in our Nation's ability to sustain our historic economic growth. The increasing use of off-site work stations to carry out significant and competitive work activities provides a critical new source of employment opportunities for individuals with significant disabilities.

It is in the interest of the Federal Government to utilize the skills of qualified people with significant disabilities by recruiting them for appropriate off-site, home-based employment opportunities with Federal agencies, including employment as home-based customer service representatives linked to Federal customer service call/contact centers.

To harness the power of new technologies to promote Federal sector employment of qualified people with significant disabilities, as defined in the Rehabilitation Act of 1973 (29 U.S.C. 701 et seq.), as amended, and to improve Federal customer service representation, I direct executive departments and agencies as follows:

- (a) Each head of an executive department or agency operating customer service call/contact centers shall identify positions that can be relocated to home-based or other off-site facilities, and that can be filled by qualified individuals, including those with significant disabilities.
- (b) Each head of an executive department or agency shall identify the appropriateness of using home-based and other off-site positions to carry out other specific work activities, such as the processing of insurance claims and financial transactions, that could be accomplished by qualified individuals, including those with significant disabilities.
- (c) If the head of a department or agency determines it is feasible and appropriate to use home-based and other off-site locations pursuant to its actions under paragraphs (a) and (b) of this memorandum, such head shall develop a Plan of Action that encourages the recruitment and employment of qualified individuals with significant disabilities.
- (d) The Plan of Action developed pursuant to paragraph (c) of this memorandum shall be submitted to the National Task Force on Employment of Adults with Disabilities (Task Force) (established by Executive Order 13078 of March 13, 1998) within 120 days from the date of this memorandum.
- (e) The Task Force shall review and approve agency Plans of Action and shall be responsible for developing guidance for the implementation of the plans and the provisions

of this memorandum.

(f) In implementing this memorandum, agencies must honor their obligations to notify their collective bargaining representatives and bargain over such procedures to the extent required by law.

(g) This memorandum shall be implemented consistent with merit system principles under law.

(h) This memorandum does not create any right or benefit, substantive or procedural, enforceable at law by a party against the United States, its officers, its employees, or any other person.

WILLIAM J. CLINTON

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- To Disability Home Page
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Page created 1 August 2000

Increasing the Opportunity for Employment of Individuals with Disabilities in the US Army Corps of Engineers
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OCCUPATIONAL SERIES FOR RECRUITMENT FY 2001-2005

Appropriated Fund (AF)

Pay Plan	Series	Occupational Title	GR.	Per Year	5 Yr. Total
GS	200	Civilian Personnel	5-15	1	5
GS	800	General Engineer	5-15	27	135
GS	326	Office-Auto Asst.	2- 7	11	55
GS	343	Mgt. & Prog. Analyst	5-15	11	55
GS	500	Comptroller	5-15	11	55
GS	203	Pers Clerk & Asst.	3-7	0	0
GS	303	Misc. Clrk./Asst.	1-7	19	95
GS	600	Medical	9-15	0	0
GS	301	Misc, Admin.	5-15	1	5
GS	189	Recreation Aid/Asst.	2-7	00	00
GS	2005	Supply Clk/Tech.	2-7	6	30
GS	802	Eng. Tech.	5-11	10	50
GS	1710	Ed. & Voc. Trng.	5-15	00	00
GS	305	Mail & File Clerk	2-6	3	15
GS	1102	Contracting	5-15	5	25

Subtotal: 525 or 105 per year

Increasing the Opportunity for Employment of Individuals with Disabilities in the US Army Corps of Engineers

OCCUPATIONAL SERIES FOR RECRUITMENT FOR FY 2001-2005

Appropriated Fund (AF)

Pay Plan	Series	Occupational Title	GR.	Per Year	5 Yr. Total
GS	260	EEO	5-15	1	5
GS	080	Physical Security	5-15	1	5
GS	1712	Training Instructor	5-15	00	00
GS	1712	Logistics	5-15	00	00
GS	0018, 803	Safety &			
	1316, 1815	Occupational Health	5-15	1	5
GS	1035	Public Affairs	5-15	1	5
GS	1173	Housing	5-15	00	00
GS	343/896	Manpower & Force Mgt	5-15	7	35
WG	5703	Motor Vehicle Oper.	4- 9	00	00
WG	6907	Materials Handler	4- 9	00	00
GS	318	Secretary	4- 9	6	30
GS	344	Admin Asst.	4- 9	1	5
GS	341	Admin Officer	4- 9	1	5
WG	6907	Warehouse Worker	4- 9	00	00

Subtotal: 95 or 19 per year

Increasing the Opportunity for Employment of Individuals with Disabilities in the US Army Corps of Engineers

OCCUPATIONAL SERIES FOR RECRUITMENT FY 2001-2005

Appropriated Fund (AF)

Pay Plan	Series	Occupational Title	Gr.	Per Year	5 Yr. Total
WG	2604	Electronics Mechanic		00	00
GS	346	Transportation Mgr.	5-15	00	00
GS	1910	Quality Assurance	5-15	00	00
GS	301/340	Ammunitions Mgr.	5-15	00	00
	1670				
WG	3501	Misc. General Service Wkr.		00	00
GS	525	Accounting Tech.		2	10
GS	204	Military Pers'l Tech.	4- 7	00	00
WG	8852	Air Craft Mechanic		00	00
GS	620	Practical Nurse	4-6	00	00
GS	679	Medical Clerk	2-6	00	00
GS	400	General Biological Science	5-15	6	30

Subtotal: 40 or 8 per year

Total Goal: 660

US ARMY CORPS OF ENGINEERS

DISABLED VETERANS AFFIRMATIVE ACTION PLAN

FISCAL YEARS 2001-2005

**US ARMY CORPS OF ENGINEERS DISABLED VETERANS
AFFIRMATIVE
ACTION PROGRAM (DVAAP) PLAN
FY 2001 – 2005**

I. PURPOSE AND BACKGROUND

II. DEFINITIONS

III. POLICY

IV. PROGRAM RESPONSIBILITY

V. STATUS OF DISABLED VETERANS

VI. PROGRAM PLAN

VII. LABOR-MANAGEMENT RELATIONS

**US ARMY CORPS OF ENGINEERS DISABLED VETERANS
AFFIRMATIVE
ACTION PROGRAM (DVAAP) PLAN
FY 2001- 2005**

I. PURPOSE AND BACKGROUND.

a. This document sets policies and procedures for managing the US Army Corps of Engineers (USACE) Disabled Veterans Affirmative Action Program Plan (DVAAP). It applies to all activities of USACE financed by appropriated funds, and covers all employees and applicants for employment with the exception of non-citizens employed outside the limits of the United States.

II. DEFINITIONS.

None.

III. POLICY.

a. It is the policy of USACE to actively seek opportunities to hire, train and promote disabled veterans, with emphasis on those who are 30 percent or more disabled. This policy should not be construed to permit preferential treatment in the employment and advancement of disabled veteran employees or applicants for employment beyond that authorized for appointment to the competitive service. It does require that USACE activities assess the current status of disabled veteran employment within their organizations and seek out eligible disabled veteran employees and/or applicants for employment for vacancies which occur and are subject to USACE, Department of Army (DA) and Department of Defense (DoD) hiring and budget restrictions.

b. Disability may not be used as the rational for non-selection of a disabled veteran who, with or without accommodation(s), is otherwise fully qualified for employment in a position. To the extent that special accommodations will permit a disabled veteran to perform the essential functions of a job for which he or she is selected, it will be provided if it is reasonable and does not create undue hardship.

IV. PROGRAM RESPONSIBILITY.

a. The Program Manager for Individuals with Disabilities and Disabled Veterans Programs is in the Directorate of Human Resources, Headquarters, USACE.

b. Implementation of improved business practices has resulted in regionalization of personnel practices. USACE Civilian Personnel Advisory Centers (CPACs) are responsible for general advice, assistance and recruitment strategies.

V. STATUS OF DISABLED VETERANS.

a. A review of the workforce and the follow-up inspection conducted by the USACE Engineer Inspector General, supports the need for continued emphasis on the Disabled Veterans Affirmative Action Program. At the end of FY 2000, the number of Disabled Veterans that worked for USACE totaled 455. That equates to 1.32% of the total workforce. 30% Disabled Veterans comprised 211 or .61% of the workforce. Since we have been involved with downsizing for the past eleven years, not as much hiring has occurred as in the past. In FY 2001 and beyond, DoD and DA will be engaged in reshaping its workforce. It is projected that with the extension of retirement and buyout programs, USACE will do better in hiring and advancing Disabled Veterans.

b. The use of a non-competitive appointing authority to hire Disabled Veterans is monitored. The authority provides an excellent mechanism for improving employment of Disabled Veterans, including 30 percent or more Disabled Veterans. USACE activities are encouraged to increase their use of this authority for that purpose.

VI. PROGRAM PLAN.

a. Recruitment Methods to be used in seeking Disabled Veterans include Delegated Examining Authority which is described in the Veterans Employment Opportunities Act of 1998 and the Merit Promotion process. Jobs are announced on the Office of Personnel Management's Web page, USAJOBS, so they get the widest candidates applying. Delegated Examining Authority also includes the opportunity for Disabled Veterans to apply. The Philadelphia and Norfolk Districts indicate that applications from Veterans Readjustment Appointment

(VRA) eligibles and Disabled Veterans are accepted at any time and are referred to supervisors/managers for selection consideration. Also, the area of consideration always includes Disabled Veterans and other VRA eligibles.

b. Outreach activities to national, state, local and education-related veterans organizations; the Veterans Employment Service of the Department of Labor; state and local employment agencies; the Veterans' Administration (VA), and other agencies will continue.

c. Use of the VRA Schedule A appointments, and special temporary hiring authority for veterans who are 30 percent or more disabled will continue.

b. Internal Advancement Opportunities. Disabled veterans will be given equitable consideration in all special programs, i.e., apprenticeships, internships, Cooperative Education, upward mobility, etc.

c. Communications. Through better communication, USACE projects that barriers and the development of strategies to eliminate those barriers will be accomplished.

d. Program Monitoring. USACE must emphasize the importance of a diverse workforce at each opportunity. This includes training for employees, managers and supervisors.

VII. LABOR-MANAGEMENT RELATIONS.

In accomplishing any recruitment and advancement opportunities that may affect veterans, statutory labor relations obligations must be met. Within USACE, local unions are encouraged to support the Disabled Veterans Affirmative Action Program Plan.

DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM PLAN ACCOMPLISHMENT REPORT - FY 2000

I. US ARMY CORPS OF ENGINEERS PROGRESS IN DVAAP IMPLEMENTATION

Categories	Total	GS/GM	GS/GM 13+	Wage System
Disabled. Veterans	455	261	30	164
% Representation	1.32	.76	.09	.48
Population Change	Not Available	Not Available	Not Available	Not Available
% Population Change	“	“	“ “	“ “

Categories	Professional	Admin.	Technical	Clerical	Other W/C
Disabled. Vet.	80	101	90	20	164
% Representation	.23	.29	.26	.06	.48
Population Change	Not Available	Not Available	Not Available	Not Available	Not Available
% Population Change	“	“	“	“	“

Categories	Total	30% DV GS/GM	30% DV GS/GM 13+	30% DV Wage System
30% DV	211	123	11	77
Representation	.61	.36	.03	.22
Population Change	Not Available	Not Available	Not Available	Not Available
% Population Change*	“	“ “	“ “	“ “

* Formula for computing % of Population Change: Current Year Population change (+/-) divided by previous year Total disabled veterans in each Category. Resulting % may be a +/-.

II. RECRUITMENT AND EMPLOYMENT METHODS

A. Policy

It is the policy of USACE to give full and fair employment consideration to individuals with disabilities. This includes hiring, placement, training, advancement and retention in positions for which the skills of these individuals can be utilized to the maximum extent with sound staffing and performance requirements.

B. Methods Used to Provide or Improve Hiring Opportunities for Disabled Veterans

The Department of the Army (DA) regionalized the personnel servicing concept since USACE's last accomplishment report and plan update. The personnel offices that formerly provided full-service personnel services were replaced by USACE Civilian Personnel Advisory Centers (CPACs) and DA Civilian Personnel Operations Centers (CPOCs).

Many of our positions are advertised through the CPOC's Delegated Examining Units (DEUs). These vacancy announcements are available on the Internet via Army's vacancy announcement Web site (www.cpol.army.mil) and the Office of Personnel Management's (OPM's) vacancy announcement Web site (www.usajobs.opm.gov). The Army's vacancy announcement Web site complies with the Americans with Disabilities Act. Outreach lists for external announcements typically include disabled veterans organizations or other related special interest groups. CPACs perform outreach activities, even though they are not currently staffed to conduct these labor-intensive tasks.

USACE CPACs continue to provide program advice and guidance to serviced organizations and assist, to the extent permissible and possible with the regionalized personnel concept, in recruitment and hiring of disabled veterans. Commanders and Directors continue to emphasize the importance of this program and continue to stress program awareness and participation in recruitment and accommodation activities.

C. Methods Used to Provide or Improve Internal Advancement Opportunities for Disabled Veterans

The majority of vacancies allow applications from disabled veterans eligible for direct hire excepted service appointments. Applications from current USACE and DA employees are accepted using RESUMIX procedures.

USACE CPACs continued to provide advice and guidance on the advancement of disabled veteran employees during FY 2000. Commanders and Directors continued to emphasize the importance of the program and continued to stress program awareness and participation in developmental assignments and other advancement opportunities.

D. Monitoring, Review and Evaluation of Major Command (MACOM)/Installation Programs.

During FY 2000, we monitored, reviewed and evaluated our disabled veterans program.

Noteworthy Accomplishments

1. Full Permanent Change of Station costs were, and continue to be, borne by the organization having the opening within USACE to encourage all applicants to apply for openings filled through vacancy announcements (EC 690-1-708).
2. All USACE organizations offered, and continue to offer, a wide array of alternative work schedules to attract disabled veterans.
3. USACE has increasingly identified, and will continue to identify, local organizations that support disabled veterans and continues to network with these organizations in the advertisement of our opportunities.
4. Supervisors/ managers and other responsible officials were, and continue to be, advised by USACE CPACs on restructuring positions to lower grades, designing bridge positions and implementing individual development plans in order to provide more flexibility in appointing and developing disabled veterans.
5. Supervisors/managers were, and continue to be, informed of affirmative action goals, the need to improve the hiring of individuals with targeted disabilities, as well as the need to improve the advancement and training of disabled veterans, and special appointing authorities for hiring persons with disabilities, including 30% disabled veterans. This information is provided through EEO and supervisory training. Even though the booming economy has adversely impacted efforts to attract and hire disabled veterans, USACE will strive to meet the goal of hiring individuals with disabilities and targeted disabilities as well as hiring and advancing disabled veterans, including 30% disabled veterans, by FY 2005.
6. Through better communication, USACE projects that barriers to employment and the development of strategies to eliminate those barriers will be accomplished.

U.S. ARMY CORPS OF ENGINEERS

DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) PLAN UPDATE

FISCAL YEAR 2001

USACE DISABLED VETERANS AFFIRMATIVE
ACTION PROGRAM (DVAAP) PLAN UPDATE

FY 2001

The Purpose and Background, Definitions, Policy, Program Responsibility and Labor-Management Relations are the same for the Update as for the Affirmative Action Plan.

PROGRAM PLAN.

Recruitment and Advancement Methods include continued statements of support being issued by Division and District Commanders.

Maximum outreach efforts by USACE Civilian Personnel Advisory Centers (CPACs) and supervisors, managers and other responsible officials will continue in such events as attendance at job fairs and other advocate organizations, participation in partnership and mentoring programs to identify candidates for employment and for advancement.

Maximum use of the Delegated Examining Authority and the Veterans Employment Opportunities Act of 1998 to make Competitive service appointments will continue.

Maximum use of the non-competitive appointment authority to hire Disabled Veterans, including special appointment authority for 30% Compensably Disabled Veterans will continue.

Individuals with Disabilities Program Managers/ DVAAP Coordinator and any Special Emphasis Committees will continue providing assistance in training and the identification of barriers to employment of Disabled Veterans.

There will be maximum hiring and placing of Disabled Veterans so that no disabled veteran is denied employment because of facility inaccessibility. For instance an automatic door opening device was placed on the front entrance to improve access to a main entrance of a Corps building.

Maximum supervisor, manager and other responsible official support of the Disabled Veteran Program and assessment of an organization's fulfillment of DVAAP objectives will continue. Supervisors, managers and other responsible officials will continue to develop strategies to meet program objectives and make commitments to select disabled

who are referred and qualified for available positions, including reassignments, developmental assignments and light duty programs.

CPACs will continue to work with management to target other than Wage Grade and lower level GS positions for placement of Disabled Veterans. Position re-engineering is emphasized to enhance opportunities for Disabled Veterans, including Upward Mobility and Merit Promotion Programs.

Counseling services to Disabled Veterans by supervisor/managers/other responsible officials will continue.

EEOs will continue to monitor selections to assure equitable consideration of all candidates, including Disabled Veterans, and will continue to provide support and guidance to the program.

CPACs will continue sending vacancy announcements to such groups as the local Vocational Rehabilitation Center.

Supervisors/managers/other responsible officials who hire or advance Disabled Veterans to increase program visibility will be recognized. This initiative is part of a program to recognize officials who positively impact an affirmative action goal.

Use of Computer/Electronic Accommodation Program services for Disabled Veterans will continue.